



How to Package a Loan Application

One of the keys to a successful business start-up and expansion is your ability to obtain and secure appropriate financing. To be successful in obtaining a loan, you must be prepared and organized. As a result, this class will provide you with pertinent information on **“How to Write a Loan Proposal, What are Some of the Documentation Requirements, and How Your Loan Request Will be Reviewed.”** General information will be provided on the following topics:

- *Sources and Uses of Funds*
- *The components of a completed business plan*
- *Financial Data*
- *Resumes of Principals*
- *Site Plan/Physical Description of Building/Land*
- *Terms and Conditions*
- *Preparation for discussion with the banker*
- *Ratios*
- *Fees associated with loan closing costs*
- *Shopping your Loan*
- *Credit Report*

Instructor: Allen Washington, Business Consultant at the Georgia State University, Small Business Development Center

Date: December 9, 2003

Location: U. S. Small Business Administration
233 Peachtree Street, Suite 1900
Atlanta, GA 30303

Time: 6:30 p.m. until 9:00 p.m.

ADMISSION IS FREE

Mandatory pre-registration is required in order to enter our building after 6:00 p.m. for security purposes. You must bring proper identification with picture (such as driver's license) to enter the building. No walk-ins are admitted. Please contact Dorothy Fletcher, Economic Development Specialist at (404) 331-0100, ext. 305 to register for the class. Seats are limited. Fax number: (404) 331-0101

Registration Form – How to Package a Loan Application

Please complete the registration form and return it to the aforementioned address to the attention of: Dorothy Fletcher

Name: _____

Address: _____

Telephone Number: _____

Business Name: _____

E-mail Address: _____

Sponsored By:

U. S. Small Business Administration